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## THE STATE OF NEVADA LEGISLATIVE COUNSEL BUREAU

### NEVADA LEGISLATIVE COUNSEL BUREAU LEGAL DIVISION Employment Law Unit

#### DEPUTY EMPLOYMENT COORDINATOR

Las Vegas, Nevada

Salary up to \$100,098 (employee/employer paid retirement plan)

The Employment Law Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Deputy Employment Coordinator within the Legal Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Employment Law Unit oversees diverse human resources functions, including recruitment, employee relations, training and development, compensation and benefits administration and ensuring compliance with employment laws and LCB rules and policies. This is a full-time position located in Las Vegas, Nevada.

**Position Description:** Under the direction and supervision of the Principal Deputy Employment Coordinator, while also receiving general oversight from the General Counsel, Chief Employment Counsel and Senior Principal Deputy Employment Counsel, the Deputy Employment Coordinator will support various human resources functions, with a focus on training and development, and general HR operations, including recruitment, employee relations, performance management and compliance. Responsibilities of the Deputy Employment Coordinator may include, without limitation:

- Delivering in-person and remote training presentations to diverse groups of varying sizes;
- Collaborating with various stakeholders to design, develop and identify applicable training content in alignment with the LCB's development objectives;
- Assisting in the creation and development of training curriculum using modern practices, including web-based platforms and alternative training delivery methods;
- Developing and conducting training sessions on LCB rules and policies and compliance topics to ensure employee understanding and adherence;
- Assisting with LCB-wide performance management activities, including coordinating the evaluation process;
- Managing employee onboarding and orientation programs to ensure the smooth integration of newly hired employees;
- Assisting in the recruitment process by drafting job postings, performing candidate screenings and coordinating interviews;

- Administering FMLA, ADA and workers' compensation processes, ensuring compliance with regulations and facilitating effective communication with employees about their rights and responsibilities;
- Supporting employee relations by addressing concerns and facilitating conflict resolution;
- Maintaining and updating confidential employee records and ensuring compliance with legal and organizational standards;
- Assisting in the proposal, development and administration of human resources policies and practices to enhance organizational effectiveness;
- Providing support in addressing human resources issues, including corrective actions and employee complaints, and ensuring fairness, confidentiality and compliance with applicable LCB rules and policies and any legal requirements;
- Staying abreast of the latest trends and best practices in the field of human resources; and
- Performing other duties as assigned.

**Minimum Qualifications:** The Deputy Employment Coordinator will be selected with special preference given to the candidate's training, experience and aptitude in the field of human resources or training and development. A qualified applicant must have: (1) a bachelor's degree in human resources, business management, public administration or other applicable field of study; (2) at least 2 years of human resources experience; or (3) an equivalent combination of education and experience. Experience in the public sector is preferred. Certification from a nationally-recognized human resources organization is also preferred.

The ideal candidate will demonstrate:

- Excellent public speaking and presentation skills with the ability to engage diverse employee-based audiences;
- Ability to design and deliver customized training programs that meet organizational and workforce needs;
- Strong understanding of adult learning principles, instructional design and modern training and development practices;
- Experience using HRIS and/or LMS platforms to design, deliver and track employee training;
- Knowledge of federal and state statutes and regulations relating to, without limitation, human resources, employment and labor relations;
- Comprehensive knowledge of human resources policies, procedures and best practices;
- Excellent writing skills;
- The ability to multi-task and manage competing demands in a fast-paced environment;
- Strong organizational skills to efficiently manage projects and deadlines;
- Strong interpersonal and communication skills to foster positive relationships with employees at all levels;
- Excellent problem-solving skills to effectively address employee concerns and conflicts;
- Attention to detail to ensure accuracy in documentation and compliance;
- Adaptability to changing regulations and HR practices in a dynamic work environment;
- The capacity to coordinate and work flexibly and effectively with LCB management and staff; and
- A thorough understanding of the importance of confidentiality in handling human resources information and the ability to handle sensitive information with discretion.

**Salary:** The annual salary for this position is based upon a Grade 36, which has a salary range of \$67,296 to \$100,098 under the employee/employer paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

**Benefits:** The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

**Working Conditions:** The work is performed in a typical office environment. Overtime may be required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Deputy Employment Coordinator may earn compensatory time that may be taken at a later date or be paid for overtime, consistent with the LCB Rules and Policies and subject to budgetary limits. Infrequent travel may be required between Carson City and Las Vegas, Nevada. Such travel may be outside normal business hours.

**Application Process:** All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to [LCBHR-jobs@lcb.state.nv.us](mailto:LCBHR-jobs@lcb.state.nv.us) or by mail to:

Legislative Counsel Bureau  
Attn: Human Resources  
401 S. Carson Street  
Carson City, Nevada 89701-4747

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The successful candidate must undergo a background check.

**The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact [LCBHR@lcb.state.nv.us](mailto:LCBHR@lcb.state.nv.us) to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.**

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